

# 16th Judicial Circuit

Jackson County

**Job Title:**

Court Clerk IV (Two positions available)

**Salary Range:**

\$30,576.00 annually

**Location:**

1315 Locust St, Kansas City, MO 64106

**Duties:**

Work involves one of the following duty assignments: Exercising direct supervision over the clerical activities of the Criminal Records department for the Circuit Court of Jackson County, which includes supervision of seven (7) subordinate clerical personnel. Will handle direct supervision of the clerical activities. Process and directly supervise the processing of all cases assigned to Criminal Records. Assigns, directs, supervises and coordinates the work of all subordinate personnel of the office and participates in the hiring process of such personnel. Supervises the area of criminal case processing unit or a specific area of case docketing; supervises the preparation of court orders and writs, bonds, warrants and notices. Prepares or supervises the preparation of operational reports and state and county financial reports as may be required or requested. Maintains employee personnel records and payroll information; is responsible for purchasing activities, inventory and the management and disposition of court records; may prepare preliminary court budget. Performs a wide variety of court technical and supervisory clerical assignments; reviews and processes legal documents, assures completeness and accuracy of court records. Schedules cases, may be responsible for a specialized case processing and answers questions for staff. Supervise the posting of costs, collects and disburses funds. Checks pleadings for completeness and coordinates and supervises the training of court clerks; may attend court hearings and operate electronic sound recording equipment; may prepare case logs.

**Qualifications:**

Graduation from high school and four years of clerical experience, one year of which must have been in a court or law related clerical work. (Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.) Thorough knowledge of court procedures and policies, legal documents, laws and legal terminology pertaining to the court.

**How to Apply:**

Apply online at <https://www.16thcircuit.org/careers>.

There are two positions available – Case Action (Posting #133) and Case Initiation (Posting #140). To be considered, applicants must apply for each position they are interested in. If interested in both, please apply for both Posting #133 and Posting #140. Once on a posting, clicking “Click Here to Apply Now” allows applicants to complete an online application. Please include a resume.

**Closing Date:** December 20, 2016

*Jackson County Circuit Court is an Equal Opportunity Employer.  
In compliance with the Americans with Disabilities Act, the court will provide  
reasonable accommodations to qualified individuals with disabilities.*